

**M e m o r a n d u m**

Date: July 15, 2010

To: Telecommunications Section  
Attention: Captain J. Whiteford *Joe*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Palo Escrito remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Palo Escrito remote site was completed by the Property Inspector (PI) on April 28, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Palo Escrito remote site had a total property inventory population of six items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Palo Escrito remote site, all items reconciled and no discrepancies were noted (Attachment A).

Because of your diligent efforts involving the maintenance and accounting of state property issued to this remote site, no further follow-up is necessary on your part.

*Safety, Service, and Security*

Telecommunications Section

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In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain  
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff  
Information Management Division  
Office of Inspector General, Audits Unit

# ATTACHMENT A

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# ATTACHMENT B

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Palo Escrito - RS73011**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>											
1	F2445	Transfer Switch		G960611938	73011	X					
2	F2489	Generator		J950590553	73011	X					
3	F2792	Propane Tank		21437	73011	X					
4	R38759	Charger/Power Supply			73011	X					
5	R59216	Base Station - rack type		1454421	73011	X					
6	R86026	Base Station - rack type	72.24/7582	13007213	73011	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION